

DEPARTMENT OF STATE
WASHINGTON

FOREIGN SERVICE
CIRCULAR NO. 13
May 26, 1953

AIR MAIL URGENT

SUBJECT: New Regulations Governing Allowances and Differentials

1. Purpose

This circular, of particular interest to personnel and fiscal officers, (a) advises posts of the publication and distribution of the new Standardized Regulations (Government Civilians, Foreign Areas), (b) directs that posts shall be governed by the provisions of those regulations when they become effective, (c) explains the Department's position with respect to payment of differential during detail as defined in section 115g(1) of those regulations, and (d) sets forth procedures to be followed pending clarification from the Comptroller General as to the number of days for which differential will be payable thereunder.

2. Distribution, Content, and Applicability of New Standardized Regulations (Government Civilians, Foreign Areas)

Copies of the Standardized Regulations (Government Civilians, Foreign Areas) are being distributed to all posts, to be effective the beginning of the first pay period following June 6, 1953. They supersede and consolidate into a single, loose-leaf issuance the provisions of the former Standardized Government Post Differential Regulations (Foreign Areas), the differential provisions of the Foreign Service Manual (1 FSM IV 370-383), as well as the Standardized Government Civilian Allowance Regulations (Foreign Areas). By way of implementing the new standardized regulations for the Foreign Service, necessary revisions are being made in 1 FSM IV and V. These revisions in the Foreign Service Manual will be transmitted to all posts in the near future. In the meantime, posts in granting and paying allowances and differentials will be governed by the provisions of the Standardized Regulations (Government Civilians, Foreign Areas) and of this circular.

3. Detail for Differential Purposes

3.1 Definition in Standardized Regulations

The new standardized regulations change the definition of "detail" for differential purposes to conform with decisions of the Comptroller General dated May 26 and December 4, 1952. Section 115g(1) of those regulations defines detail

as temporary assignment or temporary duty of an employee from a non-differential post of assignment to a differential post or area, or from a lower differential post of assignment to a post or area classified at the same or a higher differential rate. In such circumstances, the contemplated or actual period of detail must be for at least 60 calendar days and the authorizing officer must have recorded this fact by appropriate documentation before payment can be made. For Foreign Service personnel, the required documentation will be the travel order authorizing travel to and from the post of detail.

3.2 Problem

A question has been raised as to the propriety of paying differential under this definition of "detail" if an employee for whom proper documentation had been prepared is required, because of circumstances beyond his control, to terminate his stay at the detail post in less than 60 days. Clarification of this question is being sought from the Comptroller General.

3.3 Interim Procedures in Foreign Service

- 3.31 In connection with any detail authorized under authority of 180 FSIR 2.31 and section 115g(1) of the Standardized Regulations (Government Civilians, Foreign Areas) where it is anticipated that the period of duty will extend 60 days or more, the following steps shall be taken:
- a. Insert the following statement on the travel order covering the detail: "It is contemplated that the duty to be performed by the traveller during this detail will require his remaining at (post) or (area) for a substantial period of time, estimated at 60 days or more".
 - b. Explain to the traveller that he may, or may not, be paid differential for any lesser period, depending on a Comptroller General's decision, which should be issued shortly.
 - c. Withhold payment of differential on all vouchers so documented where fewer than 60 days were actually spent at the detail post, pending receipt of further instructions from the Department, which will be provided to all posts as soon as feasible after receipt of the Comptroller General's ruling on payment.

DISTRIBUTION: All Foreign Service posts

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